

Idaho Career Information System

Log on at: www.idahocis.org

The screenshot shows the IDCIS website with a sidebar on the left containing navigation links under 'Information: Occupations', 'Information: Education', and 'Exploration'. The main content area features a 'Need something to do?' section with links to resume, financial aid, and portfolio, a 'Find the job that fits' section with links to career questions, sample interviews, and apprenticeship, and an 'Answers to your questions about:' section with links to various topics. A 'Global Search' bar is at the top left, and a 'Welcome, Christie' message is at the top right. The bottom of the page lists 'Information and Links for Idaho...' and '...and also for Idahoans who...' with various demographic and status-based links.

2008-09 User Guide

Site User Name: _____

Site Password: _____

Your Portfolio User Name: _____

Your Portfolio Password: _____



Idaho Career Information System
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Welcome to the Idaho Career Information System (CIS)

CIS is Idaho's internet-based, comprehensive career guidance system. CIS provides Idaho and national career, workforce and educational information in a user-friendly format. The information and exploration tools contained in the CIS system are designed to help Idahoans make informed career choices and seek the qualifications necessary to be successful in the workplace.

The development of CIS is supported by annual subscription fees from subscribing schools and agencies and is further subsidized by funds from the Idaho Department of Labor. In addition to individual use by job seekers and students, many organizations throughout the state use the system to help their clients and students prepare for continuing education, new careers or for professional advancement.

This User Guide is designed to provide you with a quick overview of the system's features. We hope you find CIS to be a valuable addition to your client or student services. If you have questions, comments, or if you would like information on attending CIS training, please contact the CIS team at (208) 334-3705 or e-mail idahocis@labor.idaho.gov and we will be happy to assist you.



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How Do I Log In?

- Go to: www.idahocis.org

Use the username and password you obtained from your school or organization, or

User name:

Password:

[Forgot your user name or password for your "My CIS Portfolio" account?](#)


eCIS contains licensed software and copyrighted information. Access is allowed only to individuals through authorized sites holding a valid CIS Service Agreement. See "Terms for Use" below.

[Get an Individual eCIS Subscription.](#)

[Go to the IDAHO CAREER INFORMATION SYSTEM's home page.](#)

[\[About | Help | eCIS Privacy Statement | Terms for Use \]](#)

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Idaho Information copyright © 2008 Idaho Career Information System. All rights reserved.



If you already have a portfolio login, use that user name and password.

If not, use your site's login information, and then set up your own portfolio login.

- At the prompt enter your user name and password.
- To obtain your site's user name and password contact your counselor or career consultant.
- Click **Sign in**.
- Instructions for setting up your own **My CIS Portfolio** are detailed in the "Setting up a CIS Portfolio" Quick Start or online tutorial. Quick Starts and online tutorials are located within CIS Tools, linked from the eCIS front page. *This is where you will locate and download this guide and others shown in the next section. See Page 7 for more information.*
 - Creating your own eCIS account will allow you to take advantage of portfolio features where you can save, create and track many things. See Page 9 for a brief overview of each of the options available when you create a My CIS Portfolio.

eCIS Home Page

The screenshot shows the eCIS Home Page with the following sections:

- Navigation Bar (Left):** Includes a Global Search bar, Information: Occupations (Occupations, Job Search, Self-Employment, Keeping Your Job, Military Employment), Information: Education (Education & Training, Idaho Schools, National Schools, Financial Aid Basics, Scholarships, Apprenticeship, Education Decisions), and Exploration (Career Focus, National School Sort, Graduate School Sort, Financial Aid Sort, Assessment Link, IDEAS Assessment, SKILLS, O'NET Work Importance, Locator, Reality Check).
- Top Middle Section:** Features a "Need something to do?" section with links to "Work on your resume", "Get to know the financial aid timeline", "Connect what you like to do to careers", and "Or give My CIS Portfolio a new Style". Below this is a "Find the job that fits" section with links to "Find answers", "Practice with these sample interview questions", and "Consider the apprenticeship option".
- Bottom Middle Section:** Includes a "Keep a record of your career research" section with a "CIS Portfolio" link and an "ACSCCI Standards Compliant" logo.
- Right Side:** Features an "IDCIS Demo Site" section with a "Welcome, Christie" message and a "Go to 'My CIS Portfolio'" link. Below this is an "Other Places To Go" section with links to "CIS Tools", "The Newsstand", "Find what you want in eCIS", "WICHE, WWAMI, WUE, etc.", "Need money for tuition, books, supplies? WIA", and "Glossary".

At the bottom of the page, there is a footer with copyright information: "Copyright © 2008, University of Oregon. All rights reserved. Created by intoCareers, a unit of the University of Oregon. Idaho information copyright © 2008 Idaho Career Information System. All rights reserved."

Navigation Bar: The blue, red, and green colored sections along the left side of the eCIS home page make up the navigation bar. The major eCIS components and files can be found under these sections. The placement of the navigation bar never changes and when you access files, it will appear across the top of the screen, indicating by color and title which file you are in.

The Top Middle Section: The middle section of the home page is used to post ads and links to files inside the system. This section changes monthly, highlighting scholarship deadlines, various occupations, alternate ways to use eCIS components, etc.

The Bottom Middle Section: This section has links to our Special Population pages. These pages were designed to specifically address points of interest relating to various populations in Idaho.

eCIS Home Page



Text Only: Convert our graphic web site to text only to work in combination with screen reading software for the visually impaired.

My CIS Portfolio: Create or access your eCIS portfolio here.

Quick Links: Move around eCIS quickly with this drop-down menu of the system files. Whether you are in an occupation file or taking an assessment, move through eCIS effortlessly with this feature.

Global Search: Allows you to search through all parts of the system to find a match

eCIS Home Page (Continued)

The screenshot shows the eCIS Home Page with a navigation menu on the left. The main content area includes sections for 'Need something to do?', 'Find the job that fits', and 'Information and Links for Idaho...'. A red circle highlights the 'CIS Tools' link in the 'Other Places To Go' section on the right. The footer contains copyright information and links for About, Help, Privacy Statement, Terms for Use, and Comments.

CIS Tools: Link to step-by-step Quick Starts, Tutorials, Power Points, Curricula, etc.

The Newsstand: Articles, tips, additional information about career development issues.

Find What You Want (Online Reference Guide): Not sure how to get started or what files to use?
....try the On-line Reference Guide!

WICHE, WWAMI, WUE: Information on the cooperative tuition reduction programs for out-of-state schools.

WIA: Find out more about retraining programs offered through the Department of Labor.

Glossary: View a glossary of career-related terminology.

Our Web site: Link to the Idaho Career Information's organizational web site www.cis.idaho.gov

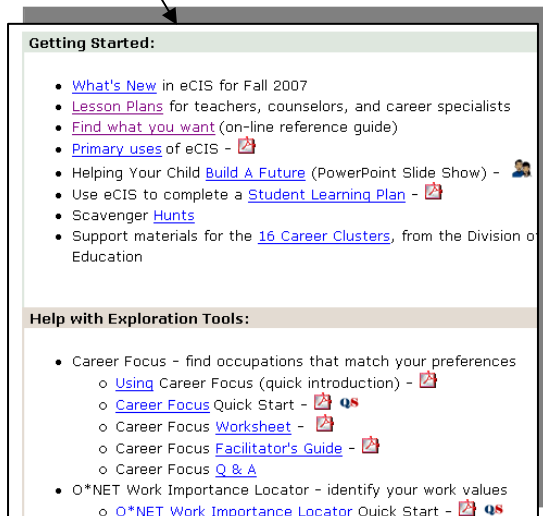
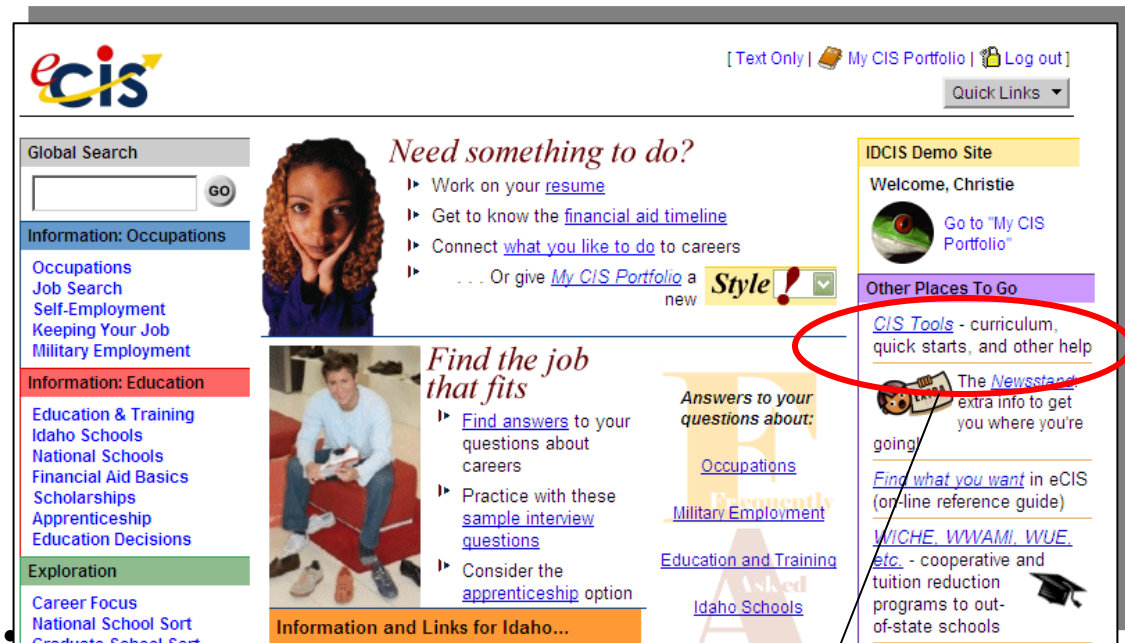
Terms for Use: Explanation of terms and conditions for the use of eCIS.


Comments: Have a comment or question? Send us an E-mail.



eCIS Quick Starts -Downloading Instructions

For help navigating eCIS, download various CIS Quick Starts.

- Click on **CIS Tools**, located under the purple **Other Places To Go** heading.



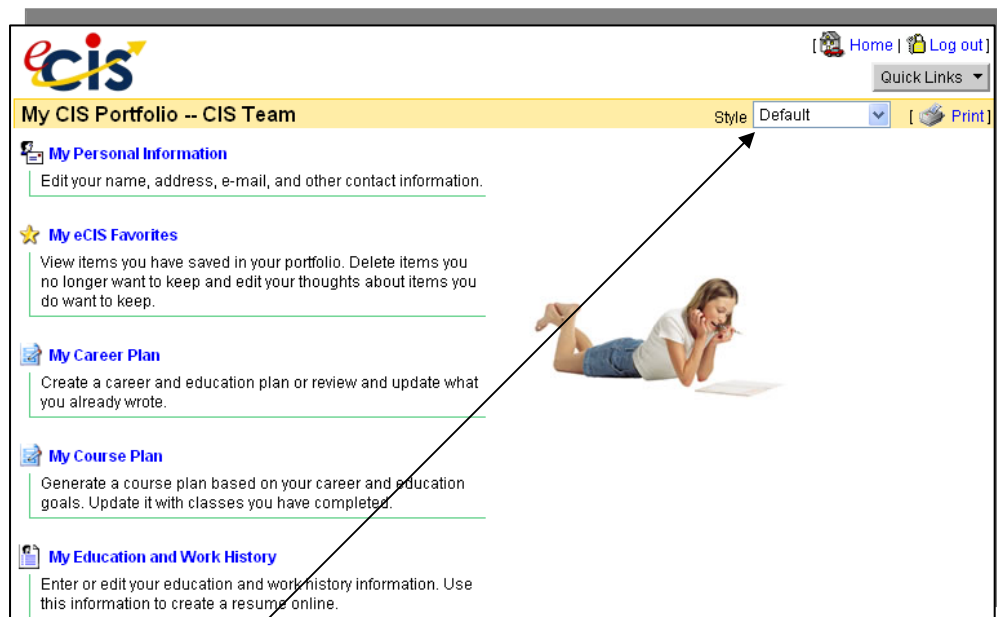
- Quick Starts are denoted with this () symbol.

Quick Start: "Setting up a CIS Portfolio" -   

- Quick Starts are in an Adobe PDF format. You will need the free Adobe Reader software installed on your computer in order to view the files. Visit www.adobe.com for more information on the Adobe Reader software.

eCIS Portfolio – Should I set up a “My CIS Portfolio”?

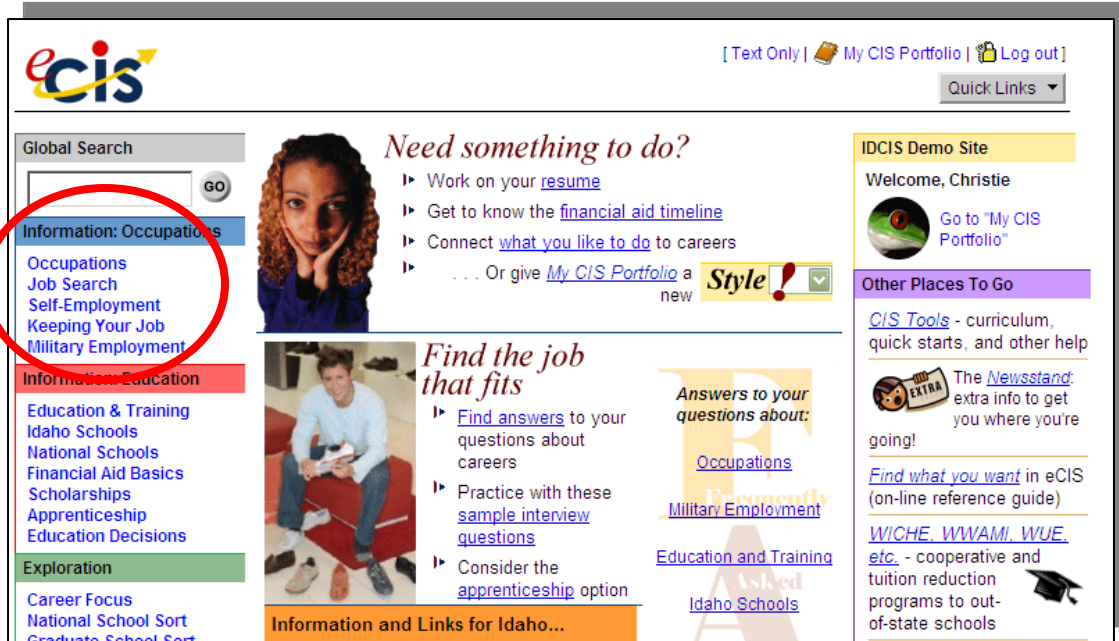
By creating your own CIS account you are able to store your career and education research, save assessment results, set goals and track your progress, write a resume, and more? You can use most of the features in eCIS without creating your own account; however, you will not be able to save information or take advantage of the portfolio features. Below is a brief overview the options available when you create a My CIS Portfolio.



Use the “Setting up a CIS Portfolio” Quick Start for detailed instructions on creating a My CIS Portfolio.

- **Style** - You can change the look of your portfolio front page. Choose from over 20 different options.
- **My Personal Information** - edit your contact information, faculty/staff access option, and move your account to another CIS site.
- **My eCIS Favorites** - allows you to save your occupation and education research, assessment results, scholarships, and other information you found within the system that you want to keep for easy reference.
- **My Career Plan** - build your personal career plan, set goals and update them along the way.
- **My Course Plan** - record the classes you have taken or would like to take.
- **My Educational and Work History** - keep track of your education and work history. Use this information to build a personal data file, fill out applications, and generate a resume.

Occupations & Employment



Occupations: Detailed descriptions of over 500 occupations.
Each occupation file contains an overview and information including:



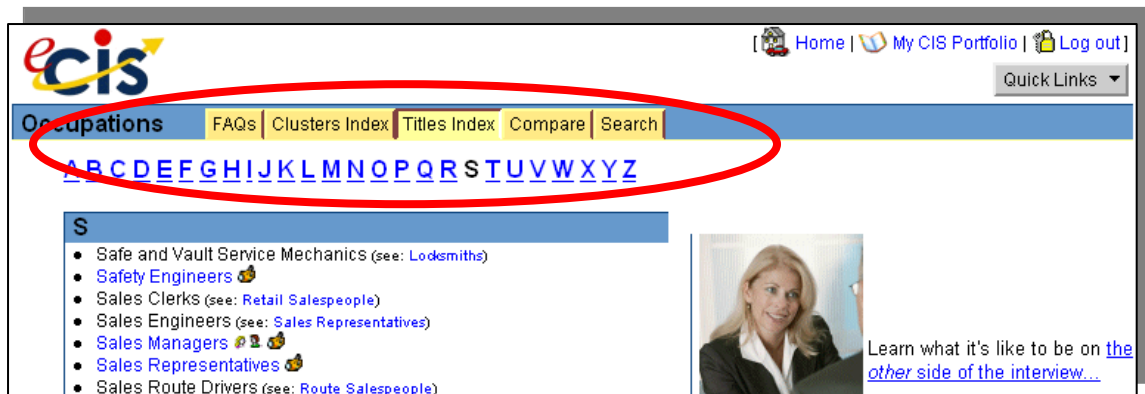
Job Search: Instructions on how to write effective cover letters and resumes, prepare and practice for interviews, locating job leads, resources, tips, helpful forms and more!

Self-Employment: Take the Entrepreneurial Career Assessment, learn about the rewards and costs of working for yourself, or get information on starting and running your own business.

Keeping Your Job: Learn about job habits to keep you employed, how to work successfully with co-workers and employers, improving yourself, getting a raise, and what to do if you have a problem.

Military Employment: Explore military career options; FAQs including topics such as qualifying to join the military, recruitment, ASVAB, Academy admission requirements, basic training, wages, and transitioning from military to civilian life.

Occupation Files



FAQs: Answers to Frequently Asked Questions regarding the occupation files.

Clusters Index: eCIS occupations grouped under the 16 Career Clusters. This feature is helpful for individuals who have an interest in a certain area and would like to view occupational options in that area.

Titles Index: A listing of occupations in alphabetical order.

Notice: In the Titles Index, some titles are blue and some are black. Classification titles for occupations are blue. Common alternate titles for occupations are black, and will show the appropriate file link next to them. An occupation can have more than one title; however, there will only be one file for the occupation in eCIS. An example is the occupation “**Forensic Science Technician**” (classification title). A popular name for this occupation is “**Crime Scene Investigator**”, which is found in eCIS with a link to the “**Forensic Science Technicians**” file.

Some occupation files have related Real World Interviews or Occupation Videos and are designated by the following icons:



Real World Interview



Occupation Video

Compare: Use this feature to compare two occupation files side-by-side. See the following section for directions on how to use this feature.

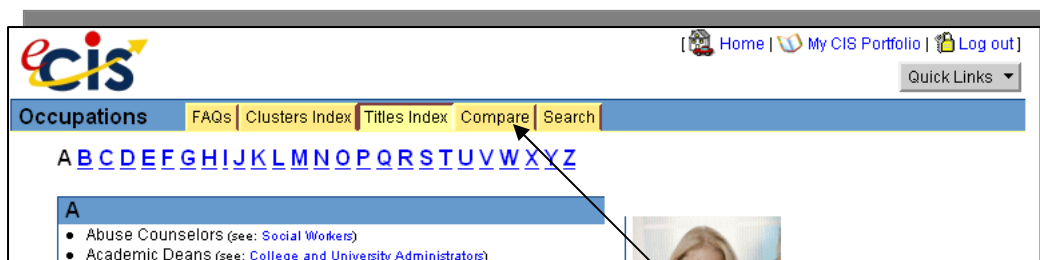
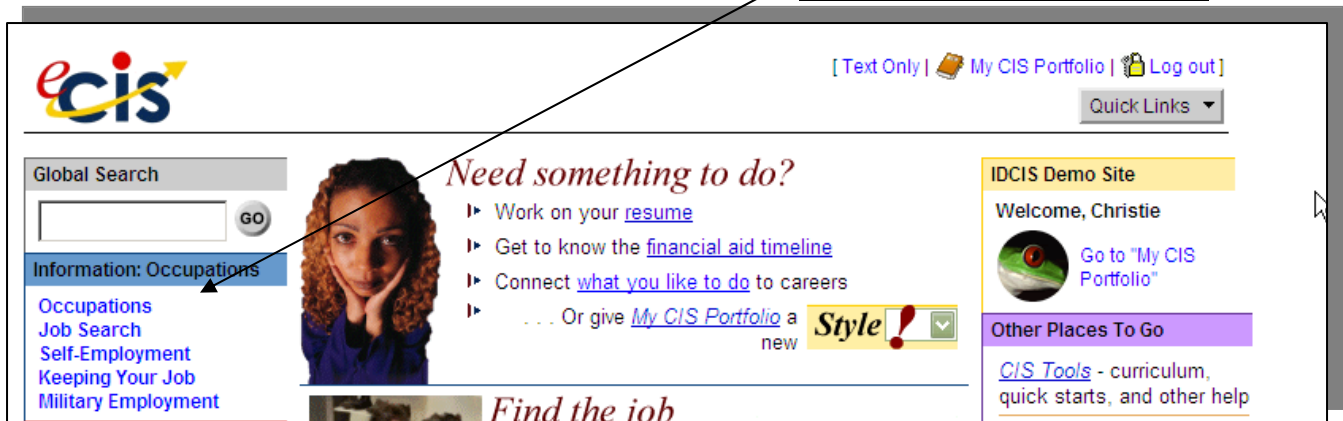
Search: Use this feature to search for an occupation by typing in the first word of the title or a few letters. *You will then have choices to narrow or broaden your search.*

Compare Occupations Feature

Use this feature to compare two occupation files side-by-side. Compare one or more of the following:

- Overview
- Specific Activities
- Common Activities
- Working Conditions
- Physical Demands
- Skills and Abilities
- Knowledge
- Preparation
- Helpful High School Courses
- Hiring Practices
- Wages
- Employment Outlook
- Interests
- Advancement Opportunities
- Resources

Click on **Occupations** to access the Occupations files



Click on **Compare**

Compare Occupations Feature (Continued)

Compare Occupations
You can compare 2 occupations at one time.
Occupations on your list to compare:
1. Accountants and Auditors
2.
Compare **Clear List**

A

- Abuse Counselors (included in: [Social Workers](#))
- Academic Deans (included in: [College and University Administrators](#))
- Account Executives (included in: [Advertising Managers](#))
- Accountants and Auditors - on your list**
- Accounting Clerks (included in: [Bookkeeping and Accounting Clerks](#))
- Actors**
- Actresses (included in: [Actors](#))
- Actuaries

Select your second occupation and click on **Compare**

Click on a **blue** occupation title to add it to your Compare Occupations List

View files side-by-side

Compare
[Overview](#)
[Specific Activities](#)
[Common Activities](#)
[Working Conditions](#)
[Physical Demands](#)
[Skills and Abilities](#)
[Knowledge](#)
[Preparation](#)
[Helpful High School Courses](#)
[Hiring Practices](#)
[Licensing / Certification](#)
[Wages](#)
[At a Glance](#)
[Employment Outlook](#)
[Interests](#)
[Advancement Opportunities](#)
[Resources](#)

Overview

Accountants and Auditors

Accountants and auditors assemble, analyze, and check the accuracy of financial information.

Accountants and auditors perform a number of financial duties. They study business or government operations, such as revenues and costs. They use special computer software. They go over the financial records to find out the accuracy of the data. They write many reports for management or the government. For example, they prepare financial and tax statements. Management and fellow workers ask them for expert advice on financial matters. They recommend changes in operations and financial activities. Accountants and auditors may need to develop or change an accounting or auditing system. Workers may specialize in one type of

Actors

Actors portray characters in front of live audiences, cameras, or both.

"Stella" cries Stanley Kowalski. "STELLA"

Many people can name the movie and the actor behind this famous line. Marlon Brando played Stanley in 1951's "A Streetcar Named Desire." Critics say that Brando's raw, emotional acting forever changed the craft. He held nothing back. He was rude, he was powerful, he was angry, he was even funny. Even though he was playing a character, Brando was said to have become Stanley Kowalski in what is now known as "method acting." He went on to star in famous films such as "On the Waterfront" and "The Godfather" before passing in 2004.

Occupations and Employment (Continued)

Information: Occupations

- Occupations
- Job Search
- Self-Employment
- Keeping Your Job
- Military Employment

Job Search: Information to help you find a job.

Job Search Clusters include:

Clusters

- Job Search Overview
- Step 1 - Choose an Occupation
- Step 2 - Develop a Plan
- Step 3 - Collect Information
- Step 4 - Organize Your Job Search
- Step 5 - Locate Job Leads
- Step 6 - Check out Employers
- Step 7 - Create Resumes & Cover Letters
- Step 8 - Prepare and Practice Interviews
- Step 9 - Follow Up
- Step 10 - Stay Positive
- Resources and Tips
- International Employment
- Leaving Your Job Gracefully
- Job Relocation

You can also:

- View sample resumes and cover letters (Step 7).
- Practice interview questions (Step 8).
- Get tips on filling out a job application (Step 3).
- Fill out a sample job application (Step 3).
- Learn how to write a follow up letter (Step 9).

Information: Occupations

- Occupations
- Job Search
- Self-Employment
- Keeping Your Job
- Military Employment

Self-Employment: Find out about owning your own business or working for yourself.

- Take the assessment to see if self-employment is right for you.
- Locate resources related to starting your own business.
- Review the list of occupations with 10% or more self-employment.

Information: Occupations

- Occupations
- Job Search
- Self-Employment
- Keeping Your Job
- Military Employment

Keeping Your Job: Valuable information that will not only help you keep your job, but assist you in becoming better at your work.

Keeping Your Job clusters include:

Clusters

- Dealing With Your Co-workers
- Dealing With Your Supervisor
- Good Job Habits
- If You Have Problems
- Improving Yourself
- Resources
- Working With Your Employer

Occupations & Employment (Continued)

Information: Occupations

[Occupations](#)

[Job Search](#)

[Self-Employment](#)

[Keeping Your Job](#)

[Military Employment](#)

Military Employment: Find out about careers in the Armed Forces.

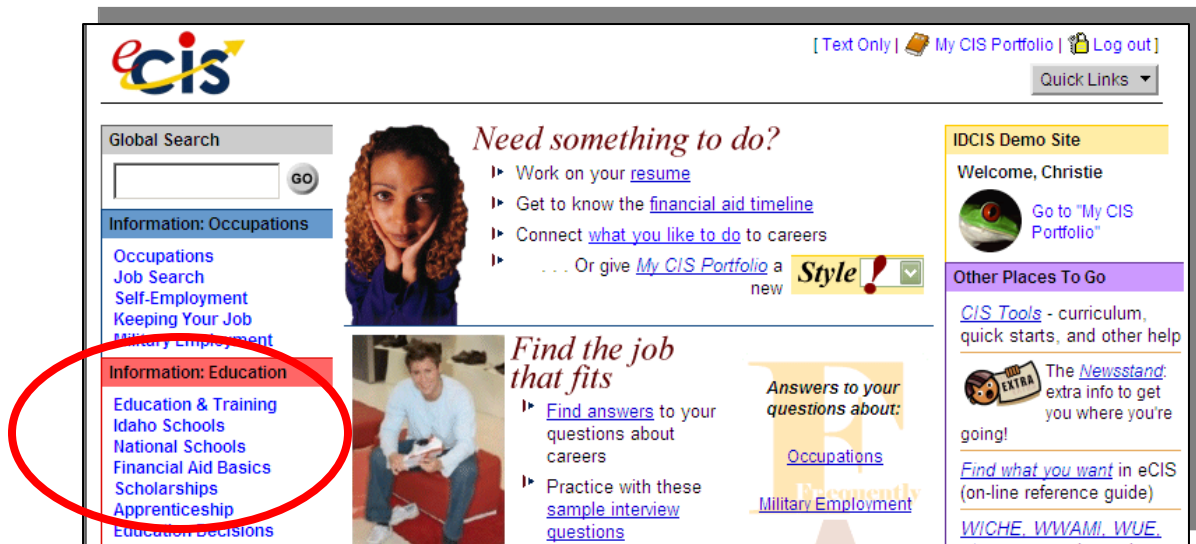
In the FAQ's section:

- Learn about the different branches of service.
- Find out what basic training is like.
- Learn more about job training that is available in the Military.

In the Military occupation files:

- View military occupation descriptions.
- Link to civilian counterpart occupation files.

Education & Training



Information: Education

- Education & Training
- Idaho Schools
- National Schools
- Financial Aid Basics
- Scholarships
- Apprenticeship
- Education Decisions

Education and Training: Explore a variety of majors and investigate admission requirements and course work related to the programs of study. Link to Idaho and National School files to see which schools offer the program of study you are interested in.

Idaho Schools: Find detailed information about postsecondary colleges, universities, vocational/technical, and proprietary schools within the state of Idaho.

National Schools: Browse through information on 2- and 4-year colleges and universities located throughout the United States. Use the compare feature to view up to three school files side-by-side.

- Each file contains:

- ➡ School Name and Address
- ➡ General Information
- ➡ Student Body
- ➡ Cost and Financial Aid
- ➡ Admission Requirements
- ➡ Housing Information
- ➡ Special Programs
- ➡ Sports
- ➡ Services and Activities
- ➡ Placement Assistance

Each school lists the programs and degrees offered at their institution

Education & Training (Continued)

Information: Education

Education & Training
Idaho Schools
National Schools
Financial Aid Basics
Scholarships
Apprenticeship
Education Decisions

Financial Aid Basics: information on the following topics:

- [Financial Aid Introduction](#)
- [Financial Aid at the School or College](#)
- [Athletic Program Scholarships](#)
- [Grants](#)
- [Loans](#)
- [Prepaid Tuition Programs](#)
- [Education or College Savings Programs](#)
- [Military Aid Benefits](#)
- [Cooperative and Tuition Reduction Programs](#)
- [Aid Sources for Special Groups](#)
- [Avoiding Scholarship Scams](#)
- [Steps in Getting Financial Aid](#)
- [Common Questions About Financial Aid](#)
- [Publications About Financial Aid](#)
- [Definitions of Financial Aid Terms](#)
- [Sample Letter for Requesting a Scholarship Application](#)

Information: Education

Education & Training
Idaho Schools
National Schools
Financial Aid Basics
Scholarships
Apprenticeship
Education Decisions

Scholarships: Browse through information on over 3,400 scholarships, loans and grants.

Use the **Financial Aid Sort Quick Start** for instructions on this CIS component. For directions on how to access and download CIS Quick Starts see page 8.

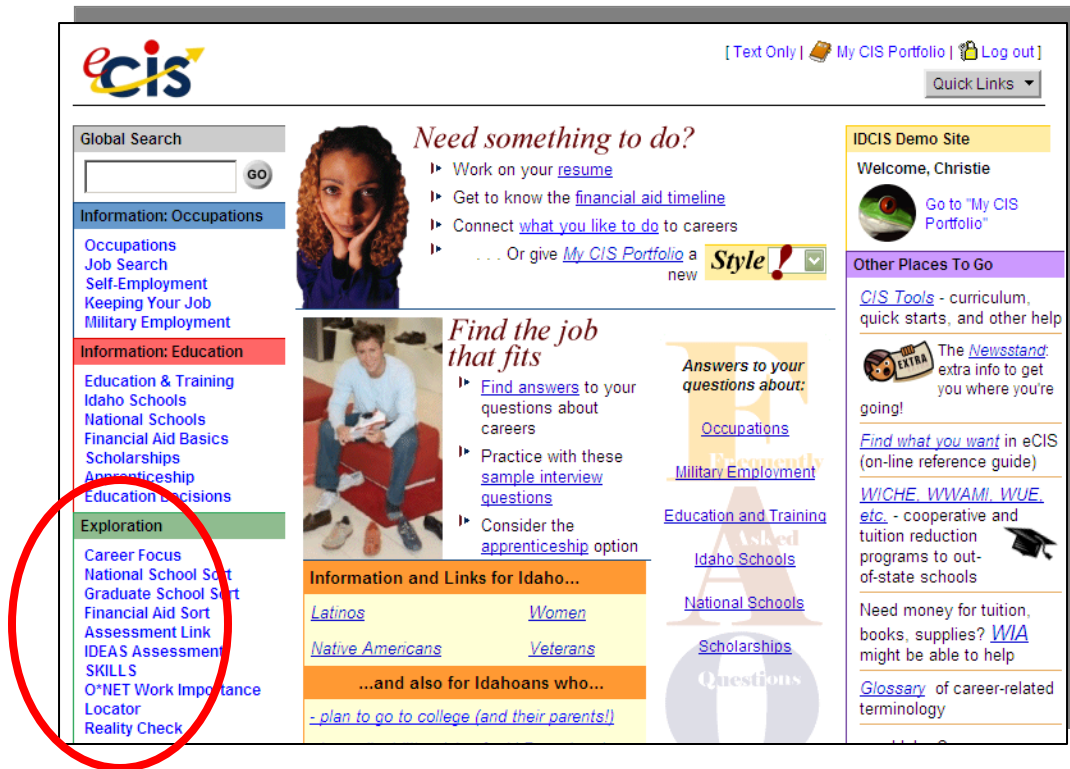
Information: Education

Education & Training
Idaho Schools
National Schools
Financial Aid Basics
Scholarships
Apprenticeship
Education Decisions

Apprenticeship: Idaho programs and contact information.

Education Decisions: Information on how to choose a school and write a college application essay.

CIS Exploration Tools



Career Focus: Locates occupations that match factors you regard as important, such as being able to work outdoors or with people. Career Focus is not a test. It does not tell you what you should be. Instead it creates a list of occupations that match your preferences.

Use the **Career Focus Quick Start** for instructions this eCIS component. For directions on how to access and download CIS Quick Starts see page 8.

National School Sort and Graduate School Sort: Use these tools to help locate potential colleges and universities based on the following criteria:

[Majors | Degree | Location | Setting | Type | Size | Admissions | Tuition | Financial Aid | Sports | ROTC | Services]

Use the **School Sort Quick Starts** for instructions on these eCIS components. For directions on how to access and download CIS Quick Starts see page 8.

Financial Aid Sort: Create a list of scholarships and loans that match your requirements. Use the **Financial Aid Sort Quick Start** for instructions on this CIS component. For directions on how to access and download CIS Quick Starts see page 8.

Assessment Link: Connect the results of other assessments with occupations in eCIS. For example, if you took the Self-Directed Search (SDS) and scored high in the Artistic personality type (first letter of the summary code), the assessment link will show you the three-letter codes in the Artistic category and a list of eCIS occupations that fit that three-letter code.

Exploration

Career Focus
National School Sort
Graduate School Sort
Financial Aid Sort
Assessment Link
IDEAS Assessment
SKILLS
O'NET Work Importance
Locator

CIS Exploration Tools (Continued)

The screenshot shows the eCIS website. On the left, a navigation menu is visible with three main sections: 'Information: Occupations', 'Information: Education', and 'Exploration'. The 'Exploration' section is highlighted with a red circle and contains the following links: Career Focus, National School Sort, Graduate School Sort, Financial Aid Sort, Assessment Link, IDEAS Assessment SKILLS, O*NET Work Importance Locator, and Reality Check. The main content area has several sections: 'Need something to do?' with links to resume, financial aid timeline, and My CIS Portfolio; 'Find the job that fits' with links to Find answers, sample interview questions, and apprenticeship option; and 'Information and Links for Idaho...' with links for various groups like Latinos, Women, Native Americans, and Veterans. The right sidebar includes a 'Welcome, Christie' message, a 'Go to My CIS Portfolio' button, and a 'Other Places To Go' section with links to CIS Tools, Newsstand, and various state-specific resources.

Exploration

Career Focus
National School Sort
Graduate School Sort
Financial Aid Sort
Assessment Link
IDEAS Assessment
SKILLS
O*NET Work Importance
Locator

IDEAS™ Interest Assessment: See Optional Module information, page 23.

SKILLS: Identify occupations that match the skills you want to use in your work. It also shows you which skills are used in each occupation. Use SKILLS to select occupations to explore, identify ways to modify your career direction, or prepare for a job interview.

Use the **SKILLS Quick Start** for instructions on this CIS component. For directions on how to access and download CIS Quick Starts see page 8.

O*NET Work Importance Locator: Learn more about your work values and decide what is important to you in a job. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore. The more a job agrees with your work values, the more likely you are to be satisfied in that job.

Use the **O*Net Work Importance Locator Quick Start** for instructions on this CIS component. For directions on how to access and download CIS Quick Starts see page 8.

Reality Check: An interactive budgeting exercise that let's you dream up your future lifestyle, then details the cost of it. Your "Reality Check" is completed with a listing of occupations sorted by length of education earned that will support your chosen life style.

Practice Using the System

Sign in with your CIS Portfolio Login:

Click on **Occupations** under the blue **Information: Occupations** navigation bar.



With the index arranged in alphabetical order by title, click on the letter “V” and find **Vocalists**. Notice the blue occupation title “Singers” next to Vocalists; this is the classification title for the occupation.



Click on **Singers**.

The Overview topic and At a Glance box will appear.

Click on **Titles Index** to return to the index (top middle).

Click on **Clusters Index**.

A list of 16 Career Clusters will appear.

Scroll down and click on the **Agriculture, Food, and Natural Resources** cluster.

A list of occupations related to the cluster will appear. This is a helpful way to find related occupations to explore when you don't have a specific occupation in mind. Notice the two symbols next to the titles. The video camera icon indicates that there is a related video you can watch about the occupation. The person icon indicates that the file includes an interview with a person working in the occupation.

Click on **Fish and Game Wardens**.

Notice the Overview topic appears.

Click **Clusters Index** to return.

With the Agriculture, Food, and Natural Resources Cluster open, find and click **Information about Agriculture, Food, and Natural Resources** located directly under the cluster title.

Information about the cluster Agriculture, Food, and Natural Resources will appear. Cluster information is specific to each group of occupations.

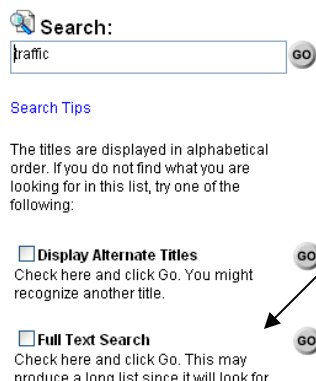


Click on a few topics (red arrows) to familiarize yourself with the Career Cluster information.

Along the top navigation bar find and click the **Search** button (top middle). Click on **Search Tips** (bottom left) and read *Tips for using Keyword Search*. Close the window to return to Search.

In the Search box type **Traffic** and click **Go**.

Notice that a list of occupations matching your keyword search is listed.



Below the Search box find and click **Full Text Search** then click **Go**.

The search feature has listed every occupation file in which “traffic” was mentioned.

Click Air Traffic Controllers.

The occupation Air Traffic Controller Overview topic is now displayed. Notice the **At a Glance** box.

Research your Chosen Occupation

Click the **Preparation** topic (red arrows to the left).

Q1. True or False? _____

To work as an Air Traffic controller you must be under the age of 31?

Click the **Wages** topic.

Q2. What is the median wage difference between Idaho and Washington Air Traffic Controllers? (Hint: click the **Select different states** button) _____

Click the **Employment Outlook** topic.

Q3. How large is this occupation in Idaho? _____

Click a few more topics to become familiar with this occupation. Save this occupation in your CIS Portfolio. Look for the **[★ Save]** icon in your upper right corner.

**Find
Education and
Training
Related to
your
Occupation**

Click **Education and Training** under the yellow **Related Information** heading.

The programs of study that are related to this occupation will be shown.

Click **Air Traffic Control**.

Notice you are now in the Education and Training files, indicated by the navigation bar title and red color (top of page).

Read the first paragraph of the Overview Topic and then click **Program admission**.

Q4. *Do you have to be a U.S. citizen to attend the FAA training academy?* _____

Click the **Things to know** topic, read the information, and then click the **In Idaho** topic.

**Find
Financial
Aid for the
Program you
are studying**

Write down one thing that you learned about Air Traffic Controllers.

Under the yellow **Related Information** heading, click on **Financial Aid**.

Click on **Aid for study in Transportation**.

Look at the available scholarships both In-State and in the U.S. by clicking on the topic headings.

Scholarship Lists

- ➡ National Scholarships
- ➡ In-State Scholarships

Find and click on the **Air Traffic Control Association Scholarship**

Q5. *What is the application deadline?* _____

Click your **browser's back button** six times to return to the Air Traffic Control Education & Training file.

**Find a
School that
has your
Program of
study**

Under the yellow **Related Information** heading, click on **U.S. Schools**.

All States with a school offering a program in Air Traffic Control are listed.

Click on **Washington**.

All Washington schools with that program are now listed.

Green River Community College

➡ School Name and Address

➡ General Information

➡ Student Body

➡ Cost and Financial Aid

➡ Admission Requirements

➡ Housing Information

➡ Special Programs

➡ Sports

➡ Services and Activities

➡ Placement Assistance

Click on the **name of a school** to locate information about that school **OR** click on **Program Descriptions** for Air Traffic Control program information particular to that school.

Q6. *What is the Out-of-state Tuition and Fees at Green River Community College?*

_____ Save this school in your CIS Portfolio. Look for the  icon in your upper right corner.

eCIS Optional Modules

What are Optional Modules?

Optional Modules are additional products available for purchase and added to the eCIS annual subscription. For more information and pricing please visit our organizational website and click

Products. www.cis.idaho.gov

Current Optional Modules:

IDEAS: an assessment that helps individuals identify their interests and matches them to a wide variety of careers. Once purchased, IDEAS is linked on the front screen under the green **Exploration** section.

Published by Pearson Assessments, IDEAS (Interest Determination, Exploration, and Assessment System) in eCIS takes the user through a detailed questionnaire covering their preferences, aptitudes, and vision for the future. Items are drawn from the Career Assessment Inventory (CAI) Enhanced Version. The lists of occupations, resulting from the user's responses, are organized by Holland's six personality/work environment types.

Dependable Strengths: Each person has a unique core of talents, skills, and abilities – their *Dependable Strengths* – which unlocks their hidden potential, provides career and life direction, and puts them in touch with their “best self”. Besides identifying strengths and building self-awareness and self-esteem, Dependable Strengths can lead to discovering occupations that people will enjoy and succeed in. Once purchased, Dependable Strengths is linked within an individual's My CIS Portfolio.

Dependable Strengths was developed in 1945 by Bernard Haldane, Ph.D. to help military personnel transition their skills to civilian life. Its overwhelming success in this area won the attention of Harvard Business School where it became a significant part of their Manual for Alumni Placement. Today, Dependable Strengths is used world-wide.

Peterson's Test Preparation Packages: Provide your students and clients with authentic practice tests and detailed results–help them identify which skills or study areas need work, and which ones they are strong in.

Academic Package I –

PSAT, SAT, GED, CLEP (5 Generals), ACT, ASVAB, TOEFL Writing, TOEFL Vocabulary, TOEFL Reading

Academic Package II –

SAT II: Biology, Chemistry, French, Literature, Math I, Math II, Physics, Spanish, U.S. History, World History

AP: Calculus AB, Calculus BC, Chemistry, English Language/Composition, English Literature/Composition, AP European History, Physics B, Physics C, U.S. History, Spanish

Civil Service Package –

American Foreign Service Officer, Caseworker, Correction Officer, Court Officer, Firefighter, Real Estate, Parole Officer, Police Officer, Police Promotion, State Trooper